



**City of Las Vegas  
Parks and Recreation  
Municipal Sports Unit**

**MUNICIPAL SPORTS UNIT ATHLETIC FIELD USE FEE SCHEDULE**

**(EFFECTIVE APRIL 1, 2015)**

*THE FOLLOWING FEES SHALL APPLY IF THE BOX IS APPROPRIATELY MARKED.*

**I. SHORT TERM FIELD USE FEE SCHEDULE**

**A. SHORT TERM FIELD USE PERMITS.** Short term field use permits are limited to recreational events that do not require participants to pay a fee or make a donation to participate. Short Term permits are issued for a minimum of 1 hour, with start times on the hour or the half hour, in 60 or 30 minute increments. Quarter hour permits start or end times are not available. Short term permits are not available on nationally observed holidays. Scoreboards, concessions or vendors are not allowed for short term permits. Field use permits that do not meet these qualifications are classified under the Sporting Event Fee Schedule, Section II below.

		<b>Box Fields:</b> Football, Lacrosse, or Soccer Fields	<b>Diamond Fields:</b> Baseball or Softball Fields
<input type="checkbox"/>	Short Term Field Use Fee	\$70/hr/field	\$35/hr/field
<input type="checkbox"/>	Lighting Fee For the purpose of assessing the Lighting Fee, partial hours of use are rounded up to the next whole hour. The Lighting Fee will be assessed and is due prior to the issuance of a field use permit. Based on the field use permit, the time lights will be billed from is according to the following monthly schedule: March-April: 6:00pm; May-August: 7:00pm; September: 6pm; October: 5pm; November-January: 4pm; February: 5:00pm.		\$10/hr/field

**B. CANCELLATION FEE.** Written notice of cancellation for short term permits received more than 7 business days prior to the permitted field use date will receive a full refund of fees paid to the City of Las Vegas. A 50% cancellation fee will apply to short term permits when written cancellation is received 7 business days or less prior to the date of the permitted field use date. Approved refunds will take approximately 2-4 weeks to be processed.

**II. SPORTING EVENT FIELD USE FEE SCHEDULE**

**A. SPORTING EVENT FIELD USE PERMITS.** Sporting event field use permits are for any field use permits that do not qualify under the short term definition above, Section I. A. Sporting event field use permits are issued for a minimum of 4 hours, on the hour or the half hour, in 60 or 30 minute increments. No quarter hour permit start or end times.

		<b>Box Fields:</b> Football, Lacrosse, or Soccer Fields	<b>Diamond Fields:</b> Baseball or Softball Fields
<input type="checkbox"/>	Sporting Event Field Use Fee	\$70/hr/field	\$35/hr/field

**B. COMPLEX SECURITY DEPOSIT.** A Complex Security Deposit in the amount of \$300 per sports complex is due 90 calendar days prior to the start date of the Sporting Event. The Security Deposit will be retained by the City of Las Vegas until the Organization has performed its obligations to the City of Las Vegas, including without limitation, submission of all required documents and after the City has determined that there is no damage of any kind suffered by the sports complex or athletic fields used in conjunction with the Sporting Event. If the Organization has performed all of its obligations required under this Agreement, and there is no damage to the sport complexes or Athletic Fields used for the Sporting Event, the Security Deposit will be refunded by the City. Approved refunds will take approximately 2-4 weeks to be processed.

Prior to final payment for the field use permit, the User Group must submit all documentation, licenses, permits, and fulfill any other requirements and deadlines set forth in the Policies Handbook or the field use permit reservation will be cancelled and any fees or deposits paid by the User Group to the City will be forfeited. If the Organization fails to perform its obligations to the City, including without limitation, submission of all required post event documents no later than 30 days following the date of the Sporting Event, the Complex Security Deposit will be forfeited and additional fees may apply.

**C. CANCELLATION FEE.** Field use reservations cancelled with more than 30 calendar days prior to the date of the Sporting Event will receive full refunds of fees paid to the City of Las Vegas. Approved refunds will take approximately 2-4 weeks to be processed. A **30% Cancellation Fee** of the applicable field use rate will apply to field use reservations if cancellation notice is received with 30 calendar days or less but more than 15 calendar days prior to the date of the Sporting Event. A **50% Cancellation Fee** of the applicable field rate will apply to field use reservations if cancellation notice is received with 15 calendar days or less prior to the date of the Sporting Event. Updating a field use reservation to include less than the reserved number of fields or hours will be considered a cancellation.

**D. LATE NOTICE PROCESSING FEE.** Requests to add additional field time to a sporting permit within 30 calendar days of the event date will be assessed a \$100 processing fee per request.



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E. **ADDITIONAL SPORTING EVENT FEES.** In addition to the fees payable under Section II A above, the following fees are payable if indicated by the appropriately marked box:

<input type="checkbox"/>	Pre- and Post- Event Set-Up/Field Prep and Tear Down Times  Light fees will apply when set-up and/or tear down times occur after sunset.	\$10/hour
<input type="checkbox"/>	Lighting Fee  For the purpose of assessing the Lighting Fee, partial hours of use are rounded up to the next whole hour. The Lighting Fee will be assessed and is due prior to the issuance of a field use permit. Based on the field use permit, the time lights will be billed from is according to the following monthly schedule: March-April: 6:00pm; May-August: 7:00pm; September: 6pm; October: 5pm; November-January: 4pm; February: 5:00pm.	\$10/hr/field
<input type="checkbox"/>	Scoreboard Controller Rental Fee (as available)  Controller rental period will be the duration of the sporting event. Renter will be responsible for the repair/replacement expense if damage of any kind is suffered by the scoreboard controller(s) used in conjunction with the Sporting Event.	\$100/controller
<input type="checkbox"/>	Scoreboard Use Permit	Complimentary if scoreboard controller is owned or rented
<input type="checkbox"/>	Concession/Vendor Fee  Applies for any <u>Sporting Event organizer</u> or <u>3<sup>rd</sup> -party organizations and businesses</u> serving/sampling/selling food, beverages, products, merchandise and/or services to event attendants.	\$500 flat fee/event

### III. FIELD ALLOCATION FEE SCHEDULE

A. **FIELD USE FEES.** Field allocations are awarded to community leagues of 4 or more bona fide teams on a semi-annual basis. Allocation permits are issued after a request has been submitted, approval has been granted, all required documents are received, fees are paid, and insurance requirements are met.

<input type="checkbox"/>	Field Use Fee  Allocation field use permits are issued for a minimum of 2 hours, with start times on the hour or the half hour, in 60 or 30 minute increments. Half or quarter hour permit start or end times are not available.	\$7/hr/field, day use \$5/hr/field, night use (Times for day and night uses are determined by the chart in lighting fee section.)
<input type="checkbox"/>	Lighting Fee  Lights will be programmed according to the following schedule: March-April: 6:00pm; May-August: 7:00pm; September: 6pm; October: 5pm; November-January: 4pm; February: 5:00pm, unless field use time begins after the times listed. For the purpose of assessing the Lighting Fee, the amount of time lights were used as represented in the lighting system during the billing period will be used to calculate the total lighting fee. The Lighting Fee will be assessed and billed to the Organization monthly. Payment of the Lighting Fee shall be made to the City within fifteen (15) days from the billing date set forth in the invoice.  <b>Accounts with lighting fees in arrears will not be permitted to obtain additions to existing use permits, new seasonal allocation permits and existing use permits may be suspended until the balance due has been paid.</b>	\$10/hr/field
<input type="checkbox"/>	Concession Building Season Permit Fee	\$1,000/building/season
<input type="checkbox"/>	Scoreboard Use Permit	Complimentary if scoreboard controller is owned or rented
<input type="checkbox"/>	Scoreboard Controller Season Rental Fee (as available)  Controller rental period will be the duration of the allocation season. Renter will be responsible for the repair/replacement expense if damage of any kind is suffered by the scoreboard controller(s) used in conjunction with the Sporting Event.	\$100/controller/season